

Tennessee Board of Court Reporting Uniform Transcript Guidelines

1. 25 lines per page.
2. Minimum 9 characters per inch.
3. Left-hand margin at 1 ¾ inches, with minimum 55 characters per line.
4. Each question and answer to begin on a separate line.
5. “Q” and “A” designation at left margin OR no more than 5 spaces from left margin. Text to begin no more than 10 spaces from left margin. Paragraphing 10 spaces from left-hand margin.
6. Carry-over Q & A lines at left margin.
7. Colloquy material 15 spaces from left-hand margin. Text begins 2 spaces after Speaker “ID” colon, with carry-over lines to begin 5 spaces from left-hand margin.
8. Quoted material begins 15 spaces from left-hand margin, with carry-over lines at 10 spaces from left-hand margin.
9. Parentheticals and exhibit markings 10 spaces from left-hand margin, with carry-over lines 10 spaces from left-hand margin.
10. Redacted portions of transcript shall retain original integrity of transcript format.

Redact Policy

Requires all spaces in redacted material to be noted with *** or blacked out using the same number of spaces being replaced. This allows words and lines to remain the same and not moved from one line to another. Most new court reporting systems have “redact” capability.

Recommendations

These Guidelines present a model transcript format to follow in those situations in which federal, state, or local laws or rules are silent, and local custom and usage is unclear or nonexistent with respect to transcript format.

The Guidelines are not intended to supplant applicable federal, state, local laws, or to undermine or usurp local custom and usage. If federal, state, and local laws and custom and usage are not applicable, the reporter is free to decide the appropriate transcript form with the agency.